

MVAC MINUTES – FEBRUARY 12, 2003

The MVAC meeting was held on February 12, 2003 at North Denver Community College. Scott Madsen started the meeting at 9:07 a.m.

In attendance: Mary Ann Kramer – CBI, Walt Talmadge – DOT, Ken Bohling – DOL, Julia Rodriguez – DOH, Phil Wargo – DOR, Dave Monson – DOC, Jim Anderson – DOHE CU HSC, Gene Stroh – DOHE CSU, Barb Garcia – DOHE Metro State, Barb Taylor – DOHE UNC, Michael Stadler – UNC, Carol Hoisington – DOT, Bruce Burgess – DOHE AHEC, Karen Griggs – CSP, Karen Neuschwanger – DOT, Roger Friedrich – DOHS, Bryan Flansburg – DOHE CU Boulder, Sheila Bieker – DOHE – Pikes Peak, Scott Madsen – Fleet, Larry Wegrzyn – Fleet, Bob Schley – Fleet, Terry Sisneros – Fleet.

Updates

- 10% Reduction
 - DOHE is still appealing their reduction requirements and there will be no justification meetings until the DOHE issue is resolved.
 - The DOHE will not participate in the reduction until the issue is resolved.
 - SFM received DOT's list.
 - SFM is using a tracking sheet for the 10% turn-ins. The spreadsheet will track the original identified vehicle and which vehicle was actually turned in.
 - Agencies are not required to turn in the vehicles before the end of FY03. SFM would like the vehicles turned in as soon as possible if they are not being used. SFM will work with each department on turn-in dates.
 - Please instruct your drivers turning in a 10% reduction vehicle to let SFM know this is the reason for turn-in, to correctly track the vehicle.
 - SFM will accept vehicles with lease obligations and try to find the vehicle a new home or sell it. If the vehicle is sold the agency is liable for any remaining balance not covered by the sale.
 - While vehicles may be retained until the end of the fiscal year, Scott encouraged everyone to turn the vehicles in earlier wherever possible.
- '03 Replacements
 - The JBC reversed their decision on the FY03 Replacements.
 - The COP goes to market at the end of February 2003.

Wright Express Fuel Cards

- SFM has changed the billing date with Wright Express to the 23rd of each month.

- Contract
 - The contract with Wright Express will be signed on February 12, 2003.
 - SFM has talked with the Wright Express representative on the Non-SFM fuel cards they will put every effort into getting these cards out to the agencies.
 - Each agency will need to sign and return the Addendum to the contract sent out by Wright Express for the Non-SFM fuel cards.
- Transaction Limits – the current transaction limits (unless previously changed with SFM) are at 4 transactions per day, \$75.00 per transaction, for a daily total of \$300.00. Please let SFM know if you have any vehicles that will be exceeding any portion of the current transaction limits. SFM will then reset the limits per vehicle needs.
- SFM would like to remind all Vehicle Coordinators to make sure all their drivers are using the new PIN/Driver ID #. The number is not the same as the Voyager Cards.
- A representative from Wright Express will be attending the March 2003 MVAC meeting.
- SFM is checking with Wright Express on setting the current transactions limits by the gallon instead of a dollar amount.
- Remote Locations - the special arrangements that SFM made with remote locations for use of the Voyager card no longer exist with the Wright Express card. At this time the driver will need to verify if the vendor takes the Wright Express card or use another vendor.
- SFM will have the capability of locking out certain cards that are being misused for maintenance. This will only be done after consultation with the department's fleet coordinator. These cards will only have the capability of purchasing fuel. At the present time the cards can be used for fuel or to purchase at the pump items, such as washer fluid or a quart of oil. The cards are not to be used to purchase any type of maintenance.

CARS

- Status Update
 - A new version of CARS will be released on February 18, 2003 with a list of update changes.
 - It has been brought to SFM's attention that sometimes it is necessary for an agency to add a new section to their agency. SFM would like to gather all of the section changes and set them up one time per year. When a section or

change in a section needs to be made it will need to be approved from a higher level than the Vehicle Coordinator.

Regional Pools

- SFM will start testing the regional motor pool software on February 12, 2003. The test will be conducted for two weeks using the software and by hand at the SFM motor pool.
- SFM asks all agencies to double check utilization codes for all 5B or 5A vehicles and verify the type of motor pool the vehicle is in. The utilization code of 5A should only be on vehicles at the State Fleet Motor Pool.

Web Project/Hierarchy Contact Management Project

- Status Updates Web Page
 - Larry – SFM handed out a copy of the first layout on the Fleet Web site. SFM has met with TMU.
 - The SFM Web Site will start with static content, which will be available to everyone.
 - Password protected Web access to CARS will be phased in.
 - SFM would like to develop mileage logs on the web site with a goal of testing by the end of February 2003. Contact Larry at SFM if you would like to volunteer to test this.
 - SFM will have the PM schedules on the web site with a goal of the end of February 2003.
- Status Updates Contact Management Project
 - SFM will use the web to send pertinent information to people that are targeted on the contact management list under a certain function.
 - CARS has a contact module that will be used for the management list. SFM will enter the names on a master list and then assign the functions.
 - SFM wants Vehicle Coordinator's to control who has access to change names.

Committee Assignments

- Cost Reduction
 - Bryan Flansburg – DOHE CU Boulder
 - Larry Wegrzyn – State Fleet
 - Bob Schley – State Fleet
 - Dave Monson – DOC
 - Gene Stroh – DOHE CSU

- Purchasing/Outside Rentals
 Larry Wegrzyn – State Fleet
 Michael Stadler – DOHE UNC
- Using Personal Vehicles
 Risk Management
 Bryan Flansburg – DOHE CU Boulder
 Roger Friedrich – DOHS
- Regional Motor Pools
 Bob Schley – State Fleet
 Roger Friedrich – DOHS
 Barb Garcia – DOHE Metro State
 Patti Hughes – DOHE CU Boulder
 Sheila Bieker – DOHE Pikes Peak

Budget Reduction Initiatives

- New Tire Contract – prices on tires have gone up by 10% with some vendors. SFM has found an alternative vendor. The newly awarded vendor is Cooper Tires. SFM will have a list of vendors for Cooper Tires with the MVAC minutes.
- Early Turn-ins – vehicles may be turned in at any time to save on management fees if the vehicle is not being used. SFM may hold and not sell some of the turned in vehicles until after the FY.
- Other – Will there be a variable rate increase for FY03? SFM – this depends on fuel increases. SFM will look at expenses through March 2003 for developing the FY04 rates.

Open Discussion

- Does SFM keep track of un-needed maintenance on vehicles? Vendors sometimes do more on a vehicle than what was requested. SFM encourages the driver to call if the vehicle is returned with more maintenance than the driver requested.
- Larry – SFM, archive files for vehicle justifications are a good idea. Tabled until the March 2003 MVAC meeting.
- SFM is finding that more Vehicle Coordinator's are attempting to handle the accident process without SFM. Insurance companies are writing checks to the agencies. SFM's process is to contact Bob Giovanni at SFM first.

The meeting was adjourned at 11:00.

The next meeting will be on March 12, 2003 at 9:00 a.m. The meeting will be held at CBI, 690 Kipling, Lakewood. The directions are: From I-25 North take 6th Avenue west to the north Kipling exit. As you exit 6th Avenue onto north Kipling, stay in the right lane past one stoplight and you will see a red brick ReMax Realty building on your right. At the ReMax building, turn right into the complex. As you drive around the ReMax building through the parking lot, you will see two red brick buildings off to your left. The 690 Kipling building is the one furthest south toward 6th Avenue. In the event you are unable to find the location, please contact Mary Anne Kramer at 303/239-4201.

The 690 Kipling building is a secured facility. When you enter the building, you will see a red telephone on the right side of the entryway. You will need to pick up the red telephone and inform the receptionist that you are here for the MVAC meeting. The receptionist will have you enter the building, sign in and give you a visitor badge. Please bring your State ID.